



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

November 29, 2011

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

10 November 29, 2011

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**REQUEST AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS  
FOR THE PURCHASE OF ADOBE SOFTWARE LICENSES  
(ALL DISTRICTS AFFECTED) (3 VOTES)**

**SUBJECT**

The Chief Executive Office and the Chief Information Office request Board authorization to use \$1,400,000 from the County's Information Technology Fund to purchase an enterprise software license from Adobe Systems, Inc. (Adobe) to support the implementation of document-and forms-based automated processes.

**JOINT RECOMMENDATION WITH THE CHIEF INFORMATION OFFICER THAT  
YOUR BOARD:**

Authorize utilization of \$1,400,000 from the County's Information Technology Fund (ITF) to purchase an enterprise Adobe software license to enable the automation of County manual paper-based processes to achieve operational efficiencies and improve service delivery. This includes on line applications and forms which can be used by all County departments and employees to provide faster, better customer service to the public. Also, internal operations can be streamlined using the Adobe products.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The ITF was established to fund countywide or multi-departmental technology projects that improve delivery of services to the public, generate operational improvements to one or more departments or programs, and improve inter-departmental or inter-agency collaboration.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only**

This recommended action seeks Board authorization for funding in the amount of \$1,400,000 for the purchase of an enterprise Adobe LiveCycle Reader Extensions software license, which covers unlimited internal use for all County employees and contractors, as well as unlimited external use for the public. This enterprise license leverages the County's collective purchasing power to achieve an estimated 80% discount over current County pricing. If departments all purchased individual Adobe licenses, they would pay a total of \$7 million. The recommended enterprise (Countywide) Adobe license saves \$5.6 million.

This software lays the foundation to help streamline many of the County's internal paper-based processes (print, distribution, processing, and capture) by automating processing of electronic documents and forms. Moreover, it will enable the County to extend this electronic forms processing technology to create better and more efficient ways to deliver forms and documents to its clients and constituents and retrieve information from them.

#### **Implementation of Strategic Plan Goals**

The recommended action is consistent with the County's Strategic Plan Goal 1 for Operational Effectiveness, which is to maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

#### **FISCAL IMPACT/FINANCING**

Request authorization of \$1,400,000 to fund the purchase of a perpetual enterprise Adobe LiveCycle Reader Extensions software license.

The annual software maintenance and support cost is \$280,000 and will be charged back to all County departments beginning in 2012-13.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

There are no legal requirements of prohibitions related to this recommended action.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This purchase will enable the following benefits:

- Positions the County to effectively communicate with citizens and staff by newly available electronic means, while continuing to support traditional methods of communication;

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- Allows existing County PDF documents and forms used with clients and constituents to be enhanced to become intelligent forms, highlighting relevant sections and hiding unrelated information, and automated to eliminate manual and duplicative data entry; and
- Provides the ability to automate the processing and capture of internal forms-based information and eliminating the use of paper.

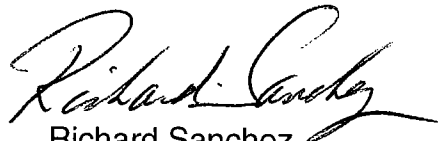
**CONCLUSION**

Your Board approval of the recommended action will enable the County to reduce the use of paper, generate operational efficiencies, and improve service delivery.

Respectfully submitted,



William T. Fujioka  
CHIEF EXECUTIVE OFFICER



Richard Sanchez  
CHIEF INFORMATION OFFICER

WTF:EFS  
RS:SD:ef

c: Executive Office, Board of Supervisors  
County Counsel